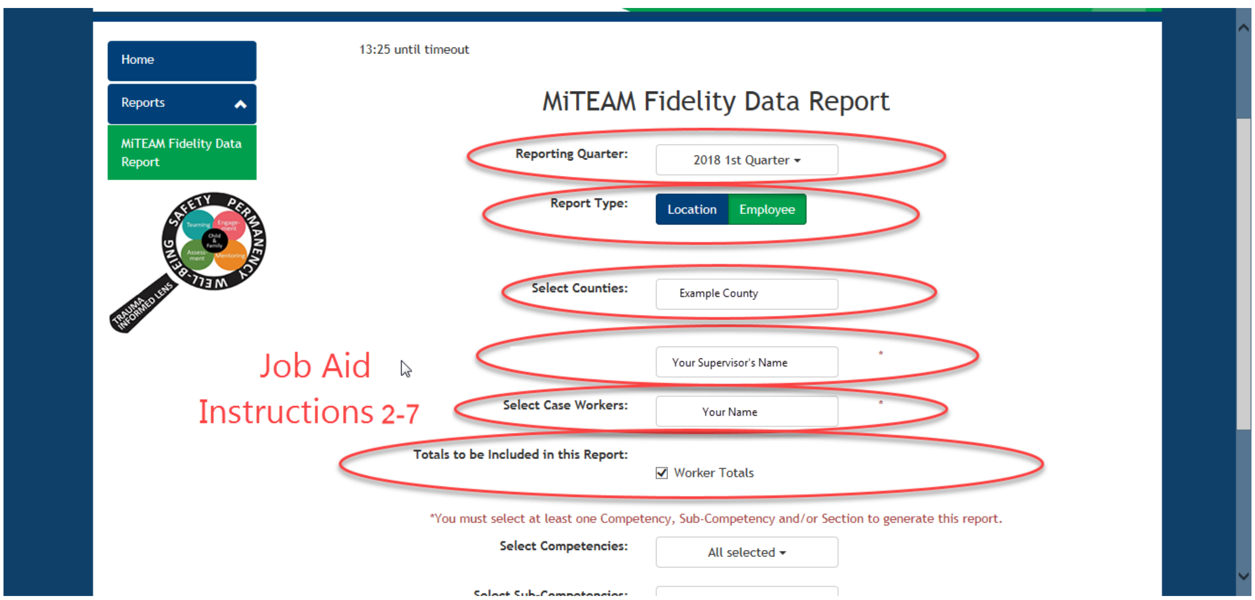
Read-Only: Worker(s) Generating a MiTEAM Fidelity Data Report

As individual workers who have had a MiTEAM Fidelity Tool completed on them, workers are able to generate MiTEAM Fidelity Data Reports about themselves. Workers can also print MiTEAM Fidelity Data Reports for their county. Instructions for both types are detailed below.

Generating Individual Worker(s) MiTEAM Fidelity Data Reports

1. The Read-Only MiTEAM Fidelity Home Page is the MITEAM Fidelity Data Reports Page.
2. Next to "Reporting Quarter:" click the down arrow and select which Quarter you want to print a report for.
   NOTE: The MiTEAM Fidelity Web Application default selection will be the current quarter. However, you can ONLY print MiTEAM Fidelity Data Reports for *previous, completed* Quarters. Therefore, you will *always* have to select a Reporting Quarter.
3. Next to "Report Type:" Select "EMPLOYEE." It will appear green when it is selected. *(See screenshot below.)*
4. Next to "Select Counties", "Select Agencies," and/or "Select District," the County/agency/district should be selected for you. Options that appear and pre-selections are based on your MiSACWIS user information. *(If not, please see Troubleshooting Job Aids)*
   NOTE: If you supervise workers at multiple locations, you may need click the down arrow and select the correct county/agency/district for the individual(s) you want to include on the report.
5. Your supervisor's name should be selected for you. *(If not, please see Troubleshooting Job Aids)*
6. Your name should be selected for you. *(If not, please see Troubleshooting Job Aids)*
7. Next to "Totals to be included in this report:" click the box next to "Worker Totals".



NOTE: You must select *at least one* item from the optional sections in instructions #8-10. You can choose to select one of the options, all of the options, or any combination of the options to be included in the report. Use screenshot below instructions #8-11 for visual assistance.

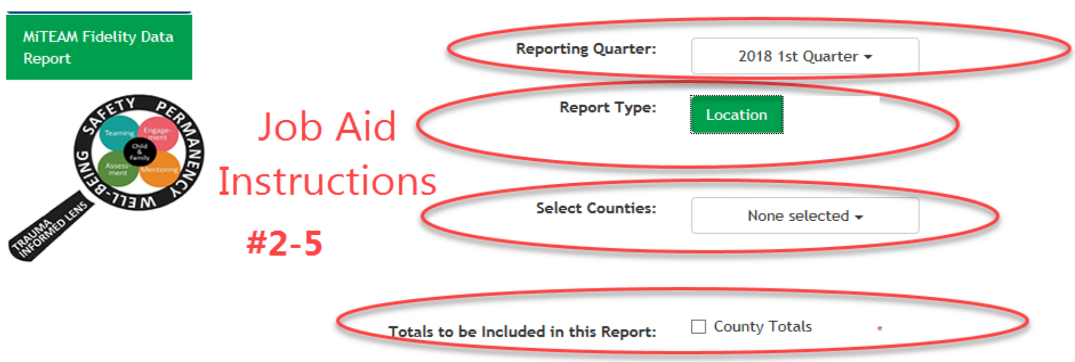
8. OPTIONAL: Next to “Select Competencies:” click the down arrow and select one or more MiTEAM Competency total that you would like the report to include. *(See screenshot below)*
    a. If you select Engagement: totals will include any Fidelity Indicators that capture Key Caseworker Activities 1-2.
    b. If you select Teaming: totals will include any Fidelity Indicators that capture Key Caseworker Activities 3-5.
    c. If you select Assessment: totals will include any Fidelity Indicators that capture Key Caseworker Activities 6-26. *(Note that this total includes all sub-competencies but does not separate them. See Instruction #9 for sub-competency total breakdowns.)*
    d. If you select Mentoring: totals will include any Fidelity Indicators that capture Key Caseworker Activities 27-29.
9. OPTIONAL: Next to “Select Sub-competencies:” click the down arrow and select one or more MiTEAM sub-competency total that you would like the report to include. *(See screenshot below)*
    a. If you select Assessment: totals will include any Fidelity Indicators that capture Key Caseworker Activities 6-9.
    b. If you select Case Planning: totals will include any Fidelity Indicators that capture Key Caseworker Activities 10-14.
    c. If you select Case Plan Implementation: totals will include any Fidelity Indicators that capture Key Caseworker Activities 15-20.
    d. If you select Placement Planning: totals will include any Fidelity Indicators that capture Key Caseworker Activities 21-26.
10. OPTIONAL: Next to “Select Sections:” click the down arrow and select one or more data collection section total that you would like the report to include. *(See screenshot below)*
    a. If you select Observation: totals will include Fidelity Indicators 1-30.
    b. If you select Documentation: totals will include Fidelity Indicators 31-55.
    c. If you select Interview: totals will include Fidelity Indicators 56-66.
    d. If you select Monthly Supervision: totals will include Fidelity Indicators 67-85.
11. OPTIONAL: If you make a selection in instruction #10, a blue box will appear that gives you an option to “Select Questions by Section.” *(See screenshot below)*
    a. If you click the blue box, a list of questions will appear from the sections that you chose in instruction #10.
    b. You can select one or more specific fidelity indicator totals to include on the report.

13. A .pdf box will appear in the bottom of your screen.
14. Select “Open.”
15. Be Patient: Report may take several minutes to generate.

16. A .pdf version of the report will appear on your screen.

Generating County/Agency/District MiTEAM Fidelity Data Reports

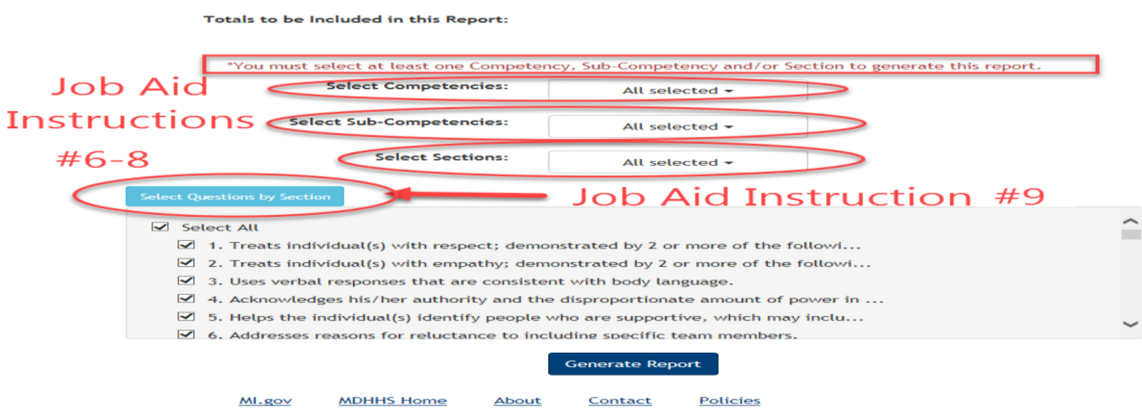
1. The Read-Only MiTEAM Fidelity Home Page is the MITEAM Fidelity Data Reports Page.
2. Next to "Reporting Quarter:" click the down arrow and select which Quarter you want to print a report for.
   NOTE: The MiTEAM Fidelity Web Application default selection will be the current quarter. However, you can ONLY print MiTEAM Fidelity Data Reports for *previous, completed* Quarters. Therefore, you will *always*s have to select a Reporting Quarter.
3. Next to "Report Type:" "Location" should be selected for you and appear green. *(See screenshot below)*
4. Next to "Select Counties", "Select Agencies," and/or "Select District," the County/agency/district should be selected for you. Options that appear and pre-selections are based on your MiSACWIS User Information. *(If not, Please see Troubleshooting Job Aids)*
   NOTE: If you supervise workers at multiple locations, you may need click the down arrow and select the correct county/agency/district for the individual(s) you want to include on the report.
5. Next to "Totals to be included in this report:" click the box next to county/agency/district totals.



NOTE: You must select *at least one* item from the optional sections in instructions #6-8. You can choose to select one of the options, all of the options, or any combination of the options to be included in the report. Use screenshot below instructions #6-9 for visual assistance.

6. OPTIONAL: Next to "Select Competencies:" click the down arrow and to select one or more MiTEAM Competency total that you would like the report to include. *(See screenshot below)*
   a. If you select Engagement: totals will include any Fidelity Indicators that capture Key Caseworker Activities 1-2.
   b. If you select Teaming: totals will include any Fidelity Indicators that capture Key Caseworker Activities 3-5.
   c. If you select Assessment: totals will include any Fidelity Indicators that capture Key Caseworker Activities 6-26. *(Note that this includes all sub-competencies but does not separate them. See #7 for sub-competency total breakdowns.)*
   d. If you select Mentoring: totals will include any Fidelity Indicators that capture Key Caseworker Activities 27-29.
7. OPTIONAL: Next to "Select Sub-competencies:" click the down arrow and to select one or more MiTEAM sub-competency total that you would like the report to include. *(See screenshot below)*

   a. If you select Assessment: totals will include any Fidelity Indicators that capture Key Caseworker Activities 6-9.
   b. If you select Case Planning: totals will include any Fidelity Indicators that capture Key Caseworker Activities 10-14.
   c. If you select Case Plan Implementation: totals will include any Fidelity Indicators that capture Key Caseworker Activities 15-20.
   d. If you select Placement Planning: totals will include any Fidelity Indicators that capture Key Caseworker Activities 21-26.
8. OPTIONAL: Next to “Select Sections:” click the down arrow and to select one or more data collection section total that you would like the report to include. *(See screenshot below)*
   a. If you select Observation: totals will include Fidelity Indicators 1-30.
   b. If you select Documentation: totals will include Fidelity Indicators 31-55.
   c. If you select Interview: totals will include Fidelity Indicators 56-66.
   d. If you select Monthly Supervision: totals will include Fidelity Indicators 67-85.
9. OPTIONAL: If you make a selection in instruction #8, a blue box will appear that gives you an option to “Select Questions by Section.” *(See screenshot below)*
   a. If you click the blue box, a list of questions will appear from the sections that you chose in instruction #8.
   b. You can select one or more specific fidelity indicator totals to include on the report.



10. Click “GENERATE REPORT”
11. A .pdf box will appear in the bottom of your screen.
12. Select “Open.”
13. Be Patient: Report may take several minutes to generate.
14. A .pdf version of the report will appear on your screen.